



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 11101.6
B 217
4 Mar 11

MARINE CORPS BASE ORDER 11101.6

From: Commander
To: Distribution List

Subj: INSTALLATION COMMANDER'S ASSIGNMENT POLICY FOR BACHELOR
ENLISTED QUARTERS

Ref: (a) USMC Bachelor Enlisted Quarters (BEQ) Campaign Plan
dtd 9 Nov 06
(b) MCO P11000.22
(c) MCBO P11101.4A

Encl: (1) BEQ Occupancy Priority Assignment Matrix
(2) Geographical Bachelor Billeting Request Letter
(3) Installation Commander's 2X0 BEQ Assignment Scorecard

1. Purpose. Establish policy for Marine Corps Base, Quantico (MCBQ) Area Commanders and tenant activities to assign permanent personnel to reside in the BEQs. This Order also establishes policies and procedures to billet geographical bachelors (geo-bachelors).

2. Policy

a. Per reference (a), the installation commander shall ensure adequate billeting is available and that assignment policies are implemented to maximize government billeting.

b. On a space-available basis geo-bachelors (E-5 and below) may reside in BEQs. Geo-bachelors utilizing BEQs shall reside, at a minimum, two per room.

c. In accordance with references (a) and (c), the Commander MCBQ is the sole approval authority for Basic Allowance for Housing (BAH) Own Right for bona fide bachelor enlisted personnel assigned to MCBQ.

d. In accordance with references (b) and (c), the Commander MCBQ is required to scrutinize requests for bona fide bachelors (E-5 and below) to receive BAH Own Right.

3. Action

a. Assistant Chief of Staff (AC/S), G-4

(1) Establish a BEQ Working Group with area commanders and tenant activities to implement all policy changes directed by references (b), (c) and this Order. The purpose of the BEQ Working Group is to maximize permanent personnel billeting at the 2X0 standard and to codify the geo-bachelor BEQ request process.

(2) On the 5th day of each month, publish the MCBQ BEQ 2X0 Occupancy Scoreboard. Provide training to applicable area commanders and tenant commands to use the Unaccompanied Housing Module (UHM).

(3) Coordinate with area commanders and tenant activities and review all requests for geo-bachelors who desire to reside on MCBQ on a space-available basis.

(4) Coordinate the availability of a limited number of rooms at Liversedge Hall to support officer geo-bachelors.

(5) Coordinate the repurposing of building 2005 from a BEQ to a multi-purpose, transient quarter. Building 2005 will support the housing of SNCO geo-bachelors and/or surge billeting requirements. Coordinate the phase out of (18) two-room sergeant suites currently located on the third deck of building 2005.

(6) Provide BEQ policy change notification letters to residents in order to facilitate the transfer of telephone and cable services.

(7) Coordinate all billeting requirements for essential personnel with area commanders and tenant activities.

b. AC/S G-5

(1) Conduct inspections and perform maintenance as required for all BEQs listed on enclosure (1).

(2) Coordinate the repurposing of building 3229 (Shuck Hall) and building 2005 (Matthews Hall) with Headquarters Marine Corps Installations and Logistics.

c. Headquarters and Service Battalion and Security Battalion

(1) Provide command representatives to the AC/S G4 BEQ Working Group to implement all policy changes directed by references (b), (c) and this Order.

(2) Revalidate all occupancy assignments in your applicable BEQs. Ensure use of the UHM to account for all billeting assignments. Coordinate all initial and recurring training requirements with the AC/S G-4 (Bachelor Housing Branch).

(3) Ensure all permanent personnel, and bona fide bachelors (E-5 and below) are assigned a BEQ room in accordance with the 2X0 standard outlined in references (a) through (c). Verify that permanent personnel, residing in the BEQs, conduct an audit at the Installation Personnel Administration Center (IPAC) to ensure they are receiving the correct pay entitlements.

(4) Identify the number of empty rooms required for transient personnel training at MCBQ. When possible, vacant rooms should be located on the top deck of each barracks. Coordinate all billeting requirements for essential personnel with the AC/S G-4 (Bachelor Housing Branch).

(5) Revalidate the number of geo-bachelors assigned to your command. Geo-bachelors (E-5 and below) may be billeted in the BEQs on a space-available basis. Geo-bachelors must complete enclosure (2) and forward via their chain of command to the Commander, MCBQ for consideration. Geo-bachelors (E-5 and below) approved for billeting will be housed two per room, regardless of grade. Geo-bachelors (E-6 and above) will vacate all E-5 and below BEQs.

(6) Identify BEQ occupancy percentage on all requests for BAH Own Right and provide justification for approval of requests if occupancy rate is below 95 percent.

d. Area Commanders and Marine Corps Embassy Security Group

(1) Provide command representatives to the AC/S G4 BEQ Working Group to implement all policy changes directed by references (b), (c) and this Order.

(2) Revalidate all occupancy assignments in your applicable BEQs. Ensure use of the UHM to account for all

billeting assignments. Coordinate all initial and recurring training requirements with the AC/S G-4 (Bachelor Housing Branch).

(3) Ensure all permanent personnel, bona fide bachelors (E-5 and below) are assigned a BEQ room in accordance with the 2X0 standard outlined in references (a) through (c). Verify that permanent personnel, residing in the BEQs, conduct an audit at the IPAC to ensure they are receiving the correct pay entitlements.

(4) Identify the number of empty rooms required for transient personnel training at MCBQ. When possible, vacant rooms should be located on the top deck of each barracks. Coordinate all billeting requirements for essential personnel with the AC/S G-4 (Bachelor Housing Branch).

(5) Revalidate the number of geo-bachelors assigned to your command. Geo-bachelors (E-5 and below) may be billeted in the BEQs on a space-available basis. Geo-bachelors must complete enclosure (2) and forward via their chain of command to the Commander, MCBQ for consideration. Geo-bachelors (E-5 and below) approved for billeting will be housed two per room, regardless of grade. Geo-bachelors (E-6 and above) will vacate all E-5 and below BEQs.

(6) Identify BEQ occupancy percentage on all requests for BAH Own Right and provide justification for approval of requests if occupancy rate is below 95 percent.

/s/
D. J. CHOIKE

DISTRIBUTION: A

4 Mar 11

BEQ OCCUPANCY PRIORITY ASSIGNMENT MATRIX

Category	Priority
E-5 and below permanent personnel not drawing BAH	1
All students unaccompanied by dependents	2
PCS military personnel who are: -Divorced, unaccompanied, and receiving BAH for dependent support -Legally separated, unaccompanied, and receiving BAH at the with-dependent rate	3
GEO Bachelors (E-5 and below)	4
GEO Bachelors (E-6 and above)	5
GEO Bachelors (Officers)	6

ENCLOSURE (1)



MCBO 11101.6

4 Mar 11

UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

11101

B 10

From: S. N. MARINE
To: Commander, Marine Corps Base, Quantico (MCBQ)
Via: Head, Bachelor Housing Branch, AC/S G-4

Subj: GEOGRAPHICAL BACHELOR SNCO BILLETING REQUEST

1. I request assignment to Geographical Bachelor Quarters located in building 2005, Matthews Hall, or that my name be placed on the waiting list. I understand that it is my responsibility to keep the Bachelor Housing Branch informed of any changes in my application. If Bachelor Housing Branch is unable to contact me, I understand that my name will be removed from the waiting list.

2. The following assignment and contact information is provided:

Date Reported to MCBQ: _____
Estimated End of Tour: _____
Unit Assigned: _____
Work Telephone: _____
Home Telephone: _____
Cell Phone: _____

S. N. MARINE

Date:

From: Commander, Marine Corps Base, Quantico
To: S. N. MARINE

Subj: GEOGRAPHICAL BACHELOR SNCO BILLETING REQUEST

1. Your request for assignment to Geographical Bachelor Housing has been Approved/Disapproved.

2. You will/will not be placed on the waiting list.

I. M. INCHARGE

ENCLOSURE (2)



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4 Mar 11

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MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

11101

B 10

From: S. N. MARINE
To: Commander, Marine Corps Base, Quantico (MCBQ)
Via: Head, Bachelor Housing Branch, AC/S G-4

Subj: GEOGRAPHICAL BACHELOR OFFICER BILLETING REQUEST

1. I request assignment to Geographical Bachelor Quarters located in building 15, Liversedge Hall, or that my name be placed on the waiting list. I understand that it is my responsibility to keep the Bachelor Housing Branch informed of any changes in my application. If Bachelor Housing Branch is unable to contact me, I understand that my name will be removed from the waiting list.

2. The following assignment and contact information is provided:

Date Reported to MCBQ: _____
Estimated End of Tour: _____
Unit Assigned: _____
Work Telephone: _____
Home Telephone: _____
Cell Phone: _____

S. N. MARINE

Date:

From: Commander, Marine Corps Base, Quantico
To: S. N. MARINE

Subj: GEOGRAPHICAL BACHELOR OFFICER BILLETING REQUEST

1. Your request for assignment to Geographical Bachelor Housing has been Approved/Disapproved.

2. You will/will not be placed on the waiting list.

I. M. INCHARGE

ENCLOSURE (2)



INSTALLATION CMDR'S 2X0 BEQ OCCUPANCY SCORECARD

XX MONTH 2011



All Source data is from the Unaccompanied Housing Module (UHM)

BEQ OCCUPANCY SCORECARD											
UNIT	BLDG #	TOTAL # OF ROOMS	TOTAL # OF SGT'S & CPL	% OF SGT'S & CPL LIVING AT 2X0	TOTAL # OF E-3 & BELOW	% OF E3'S & BELOW LIVING AT 2X0	E-5 & BELOW GEO	E-6 AND ABOVE GEO	Total Empty Rooms	BEQ Occupancy Rate	COMMENTS (As Required)
SEC BN	2001	108	17	100%	70	49%	9	3	33	69%	
BHB	2002	108	0	0%	0	0%	0	0	108	0%	Down for renovations
BHB	2005	92	6	100%	0	100%	0	0	77	N/A	Repurposed transient qtrs
HQ SVC BN	2003	107	34	95%	87	90%	10	0	25	77%	
HQ SVC BN	2046	150	98	65%	72	84%	17	0	17	89%	
HQ SVC BN	2074	150	57	100%	76	74%	18	2	29	81%	
TECO	BREAK-DOWN	61	28	100%	37	81%	7	0	N/A	N/A	
SVCCO		74	26	100%	32	82%	9	0	N/A	N/A	
NAVY		15	3	100%	7	0%	2	2	N/A	N/A	
HMX-1	2106	108	51	28%	130	95%	3	0	8	93%	
OCS	3065	92	28	100%	26	8%	0	0	39	58%	
TBS	24192	130	90	46%	82	81%	9	2	9	93%	
WTBN	27266	70	14	100%	8	75%	7	2	42	40%	
MCESG	27276	120	22	100%	24	59%	0	0	81	33%	
NOTE: BLOCKED ROOMS REPRESENT :											
2005- Essential Personnel Rooms, Student Training Rooms, Transient Rooms and surge billeting requirements											
2074- (17) Blocked for Casual PLT											